

Examinations

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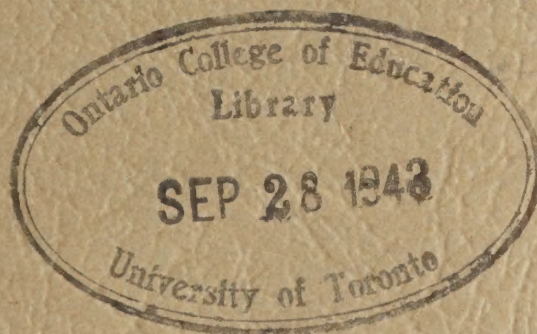
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Complete Set

Commercial Diploma Examinations



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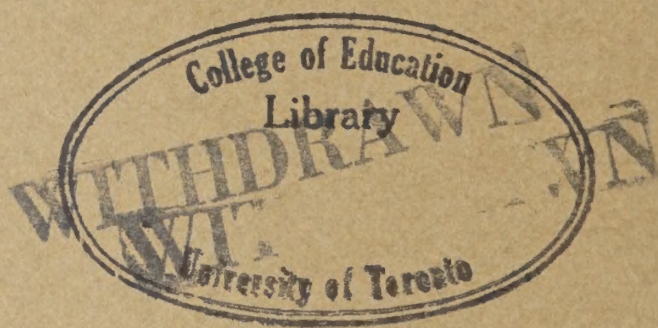
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Commercial Diploma Examination

JUNE, 1943

RAPID CALCULATION

Time—30 minutes

INSTRUCTIONS. *Grade IX do problems 1-6.*

Grade X do problems 1-8.

Grade XI do problems 1-9.

1. Add :

(a)	(b)	(c)	(d)	(e)	(f)	(g)
36	3.17	241.73	52	$28\frac{1}{5}$	$125\frac{1}{3}$	\$117,416.38
59	4.26	6.07	57	$137\frac{1}{10}$	$62\frac{1}{6}$	639.61
44	7.15	45.28	48	$61\frac{3}{5}$	$44\frac{1}{2}$	93,832.50
63	9.33	.03	63	$19\frac{1}{2}$	$9\frac{1}{4}$	108.44
76	2.75	7.41	74	—	—	—
87	4.16	83.36	37			
91	8.22	50.00	25			
13	3.07	21.60	80			
55	5.51	70.05	96			
41	6.12	1.91	10			
—	—	—	—			

2. Subtract :

(a)	(b)	(c)	(d)	(e)	(f)
31746	35.96	20.00	10.00	2473.60	$24\frac{1}{4}$
29188	28.57	9.17	3.86	1896.75	$9\frac{1}{3}$
—	—	—	—	—	—

3. Multiply :

36	84	63	4.2	9.3	43	12
34	25	11	10	5	50	$3\frac{1}{3}$
—	—	—	—	—	—	—

4. Divide :

2 6398754	3 976259	12 821472	365 11315
-------------	------------	-------------	-------------

[OVER]

5. What is

(a) $12\frac{1}{2}\%$ of 448

$17\frac{1}{8} + 3\frac{1}{7}$

$11\frac{1}{9}\%$ of 837

$\frac{1}{40}$ of 88.0

$6\frac{1}{4}\%$ of 352

(b) $\frac{1}{9}$ of 64.8

$16\frac{2}{3}\%$ of 552

$3\frac{7}{8} - 1\frac{1}{4}$

$156 \div 13$

25% of 248

6. (a) Complete the deposit slip.

(b) Find the Balance.

11 × 1		
17 × 2		
43 × 5		
1 × 10		
2 × 20		
Silver	19 80	
Cheques (4)	36 95	
	410 25	
	14 70	
	100	
Less exchange		82

Receipts	Payments
396 20	9 20
42 19	50 00
700 00	825 00
3 26	400 00
19 45	3 78
50	2 60
60	3 19
500 20	
16 30	Bal.

7. Extend the total.

(a) 18 articles @ 12c. =

60 " @ 60c. =

84 " @ 15c. =

13 " @ 25c. =

100 " @ $4\frac{1}{2}$ c. =

(b) 48 articles @ \$1.25 =

24 " @ .99 =

12 " @ 5.00 =

100 " @ .33 =

219 " @ $1.33\frac{1}{3}$ =

TOTAL

8. (a) C. P. is \$66.80. Gain is $12\frac{1}{2}\%$.
Find S. P.

Answer :

(b) Find the simple interest on \$265 for
146 days at 5% .

Answer :

9. (a) 213.5 is 25% of what number ?

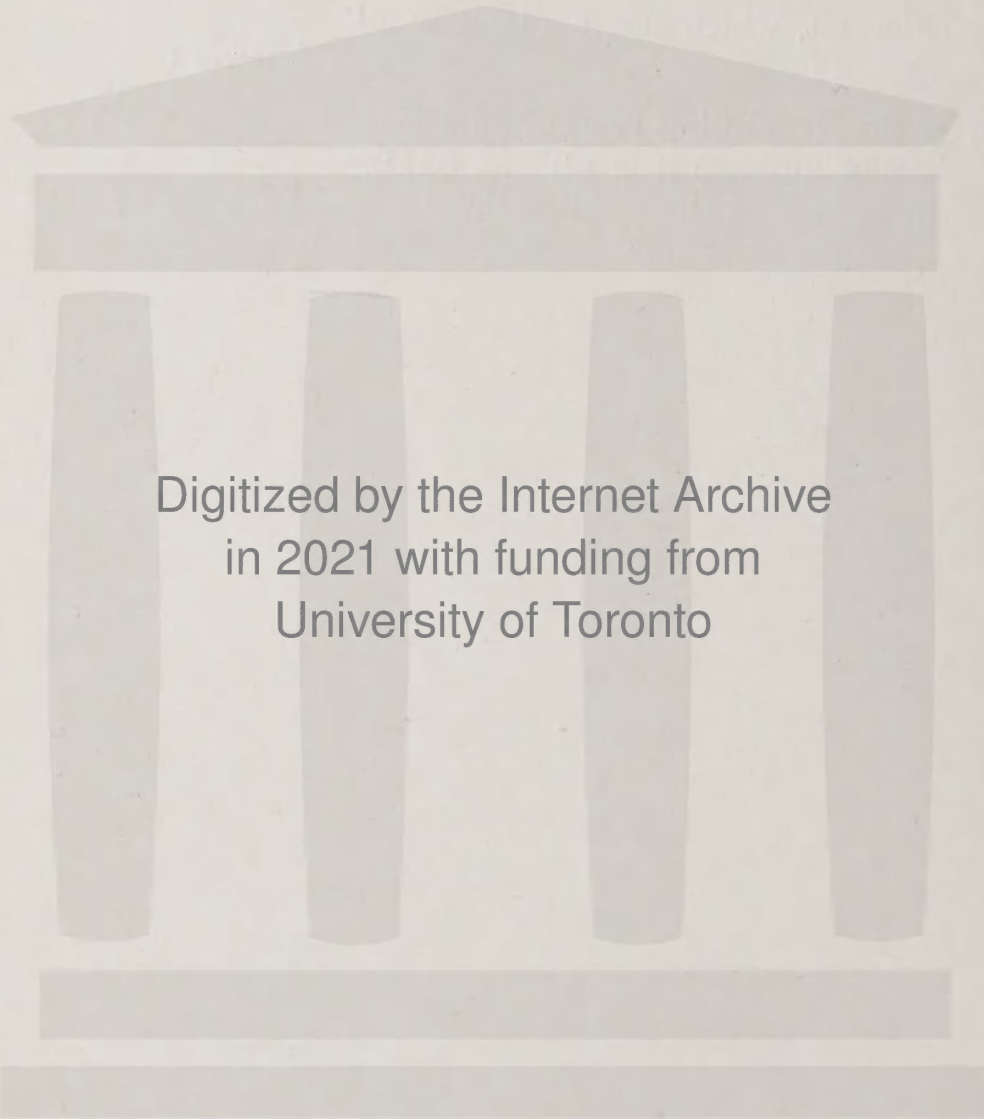
Answer :

(b) What is the circumference of a circular lot, which has a diameter of
35 feet ?

Answer :

(c) If the Net Selling Price of an article
is \$24.30 when it is sold at $33\frac{1}{3}\%$
discount, find the Marked Price.

Answer :



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Commercial Diploma Examination

JUNE, 1943

JUNIOR BUSINESS PRACTICE—GRADE IX

Time—2 hours

(Ruled paper should be supplied.)

NOTE: *A candidate must answer ALL of Part A and any TWO questions of Part B.*

PART A

1. You have been elected treasurer of "My School War Effort Fund" on May 1st to take office on June 1st. John Brown, former treasurer, hands the bank Pass Book, written up to date, over to you, also the Cash Book and \$15 cash on hand. The Pass Book showed a balance of \$39.50. The books have been properly audited before you take over.

June 1. Show headings properly written in and balances correctly recorded. Enter the following transactions, balance the Cash Book and bring down balance ready for next week's transactions. (Value=20)

June 2. Received an invoice for wool, \$22.50, from Newlands & Co. Paid by cheque No. 41.

June 3. Donation from Grade 13, \$25 in cash was received. Deposited \$35 as follows: eight \$1 bills; four \$2 bills; three \$5 bills; and \$4 in silver.

June 4. Net proceeds from Cadet Dance, \$45.50, and net proceeds from Grade 10 Baking Sale, \$15.60, were received.

June 5. Form representatives handed in donations amounting to \$56.50. Deposited \$100 in bank.

June 7. Bought one hundred three-cent stamps by cash. Bought a new receipt book at Graham's, 25c. Gave \$50 to Red Cross Society by cheque No. 42, and \$50 to British War Victims' Fund by cheque No. 43.

June 8. Received a cheque from Girls' Council for \$50 as their contribution. Received \$8.40 cash from Grade Nine, proceeds of Tea Dance. Deposited cheque and \$5 cash.

[OVER]

2. (a) Make out stub and cheque No. 41 as of June 2. (Value=5)
 (b) Make out stub and receipt No. 46 as of June 3 for donation from Grade 13, \$25. (Value=5)
 (c) Make out a deposit slip for deposit made on June 3. Use account No. 932. (Value=4)
 (d) You mail cheque received from Girls' Council on June 8th to the bank to be deposited. Show the endorsement you should use. (Cheque is made payable to "My School War Effort Fund".) (Value=1)
 (e) Show the bank Pass Book written up to date from June 1 to June 8 (assuming there are no cheques outstanding). (Value=5)

3. Read each question and select the best answer to that question. Record the number of the best answer in the blank space at right. (Value=10)

- (a) A Current Account is one (1) which is up to date (2) which is not overdrawn (3) on which cheques may be issued freely ()
- (b) An outstanding cheque is one which (1) has been entered in Cash Book, but not in Pass Book (2) is for a large amount (3) is not entered in the Cash Book..... ()
- (c) A receipt is a (1) letter of thanks (2) written acknowledgment of a valuable payment (3) written promise to do something ()
- (d) Passing bills for payment by the treasurer is called (1) authorizing (2) certifying (3) reconciling..... ()
- (e) If there are some cheques outstanding, the balance in the pass book will be (1) greater than (2) less than (3) equal to the bank balance in the Cash Book ()
- (f) The Cash Book keeps an accurate record of (i) receipts and payments (2) receipts and debt (3) payments ()
- (g) The authority for paying bills will be found (1) in the account book (2) in the minute book (3) on the statement asking for payment..... ()
- (h) The deposits are recorded (1) on both sides (2) on the receipt side (3) on the payment side of the Cash Book ()
- (i) The bank reconcilliation statement is generally made (1) every day (2) every month (3) every year ()
- (j) The treasurer of a club (1) handles receipts only (2) has charge of some of the money (3) has charge of all of the money..... ()

4. Complete the sentences correctly by filling in the blanks :

(Value=10)

- (a) Fourth class mail refers to
- (b) First class mail refers to
- (c) The rate for a 1-oz. drop letter is
- (d) On most long distance calls the minimum time limit is
- (e) A call made in Toronto to a subscriber in Toronto is a call.
- (f) The first long distance call was made in the year
- (g) Night telephone rates are than day rates.
- (h) The names of the two principal telegraph companies in Ontario are and
- (i) In a telegram 10 p.m. would be counted as words.

5. (a) Use not more than *ten* words to rewrite the following message. (Meaning must be perfectly clear.) (Value=6)

Mr. John Smith,
Smith Street,
Smithville, Ontario.

Mytown, June 17, 1943.

Dear Mr. Smith :

PLEASE SEND LETTERS TO THE PLACE NAMED IN THE
HEADING OF THIS TELEGRAM UNTIL YOU RECEIVE
FURTHER ADVICE FROM ME STOP

YOURS TRULY, SAM BROWN

(b) In the above telegram, which of the following would be included in the word count : (1) address of sender, (2) address of receiver, (3) salutation, (4) complimentary closing, (5) signature ? (Value=4)

6. Complete the sentences by filling in the blanks correctly :

(Value=10)

- (a) Canadian bronze coins are legal tender up to
- (b) Post Office Money Orders should be cashed within
- (c) Postal Notes may be obtained in amounts up to
- (d) Maximum amount for Post Office Money Order is

[OVER]

- (e) Maximum amount for Express Money Order is
- (f) Exchange on a local cheque is
- (g) Three important remittance agencies are (1)
 (2) (3)
- (h) The exchange on a cheque of \$360 at 8% is

PART B

(*Answer any TWO of the following five questions.*)

(Value of each question, 10 = 20)

7. Write a short definition of any *ten* of the following terms :
 itinerary, passport, tip, visé, pullman, table d'hôte, pool train,
 macadamize, parlour car, porter, menu, berth, compartment,
 time-table, European plan.

8. Explain briefly the meaning of any *ten* of the following :
 public utility, monopoly, franchise, artesian well, cash discount,
 gas meter, kilowatt-hour, fuse cabinet, three-way switch, pilot
 light, blower, appliance, extension, directory, filtration.

9. Write a brief note on any *ten* of the following : miser,
 thrift, gambling, necessities, luxuries, investment, speculation,
 policy, risk premium, dividend, annuity, beneficiary, vocation,
 depositor.

10. Define any *ten* of the following : budget, income, luxuries,
 disbursements, slogan, asset, liabilities, surplus, medical services,
 emergency, shelter, personal advancement, savings.

11. Explain briefly the meaning of any *ten* of the following :
 demurrage, straight bill of lading, order bill of lading, producer,
 manufacturer, trade discount, cash discount, credit note, invoice,
 time draft, monthly statement, C.O.D., consumer, chain store,
 advertising.

Commercial Diploma Examination

JUNE, 1943

ARITHMETIC—GRADE X

Time— $1\frac{1}{2}$ hours

NOTE. *Seven questions constitute a full paper.*

1. Property worth \$16,000 is insured in Company A for \$6,000; in Company B for \$7,000; and in Company C for \$3,000. If the property is damaged by fire to the extent of \$6,624, how much will each company be required to pay?

2. A barrel has two faucets of different sizes. If only the larger faucet is opened, the barrel will be emptied in seven minutes; and if both are opened, it can be emptied in four minutes. In what time will the barrel be emptied if only the smaller faucet is opened?

3. Anderson and Banks are 484.25 miles apart and walk toward each other, Anderson at the rate of 3.125 miles per hour, and Banks at the rate of 3.375 miles per hour. How many hours will it be before they meet, if they rest 15 hours each?

4. In the manufacture of a certain grade of cloth, 18,225 pounds of cotton and wool were used, the weight of the cotton being 33% of the weight of the wool. How many pounds of each were used? If the cloth, when woven, weighed 15 ounces to the yard, how many yards of cloth were manufactured?

5. A and B together buy real estate, A paying 40% and B the remainder. They sell at a profit of \$2,500. If B receives \$6,000 as his share, how much did they pay for the property if they shared profits in proportion to their investments?

6. Johnstone made a prompt sale of coal on a commission of 5%. So promptly did he remit the proceeds, the principal sent him a bonus cheque for \$19.80, which was $2\frac{1}{4}$ % of his commission on the sale. Find his original commission and the gross amount of the sale.

[OVER]

7. A man purchased 25 crates of oranges containing 20 doz. each, at \$3.75 a crate. If 10% of the oranges became unfit for sale, at what price per dozen must he sell the remainder to make a profit of 30% on his outlay, if the freight was \$5.15, and duty \$22.25?

8. A man has a balance of \$247.37 to the credit of his bank account, and he owes a creditor \$420. To meet this obligation he discounts his 30-day note for \$300 and issues his cheque for \$420. If the bank charged 6% per annum, how much would he still have to his credit at the bank?

9. Find two numbers such that, if the first be increased by 7 it will be twice the second, and if the second be increased by 34 it will be three times the first.

Commercial Diploma Examination

JUNE, 1943

BOOKKEEPING—GRADE X

Time—2 hours

NOTE. *Ruled paper to be supplied.*

1. W. S. Stone, a merchant in Welland, decides to open a new set of books on June 1 of the current year. His balance sheet on May 31, 1943, is as follows:

W. S. Stone

Balance Sheet, May 31, 1943

ASSETS		LIABILITIES	
Cash	\$ 4,000	Notes Payable	\$ 310
Notes Receivable	400	CAPITAL	
Mdse. Inventory	3,200	W. S. Stone, Capital	12,290
Real Estate	5,000		
	<u>12,600</u>		<u>12,600</u>

During the month of June, Mr. Stone completed the following transactions:

- June 1. Deposited in the bank, cash \$2,800. Purchased from R. Peters, Toronto, groceries, \$275, terms, n/15. Received an invoice of goods from Roy Robb, Welland, \$190, terms, one-half cash, balance 30 days. Remitted a cheque to cover.
5. Sold a bill of groceries to A. Adams, \$60, terms: one-half cash, 10-day draft for the balance. Received his cheque and acceptance. Cash sales \$42.
9. Purchased merchandise, on account, as follows: W. Turner, Hamilton, \$120, terms, 20 days; S. Wilson, Toronto, \$140, terms, 15 days.
15. Paid salaries in cash, \$60. W. S. Stone took cash, \$15, for personal use. Returned to W. Turner, goods \$5, and received a credit note.
18. Received from A. Adams a cheque to settle his acceptance of June 5. Sent our 10-day note, \$100, to W. Turner on account. Sold merchandise as follows, on account: C. Brown, \$56, terms, 10 days; H. Dawson, \$33, terms, 20 days.

[OVER]

22. Bought new furniture for the office, \$60 ; paid for it by cheque. Sent a cheque, \$80, to S. Wilson, on account. C. Brown returned merchandise, \$6, for which we gave him a credit invoice.
30. Sent a cheque to W. Turner in payment of our note of June 18. Sold merchandise for cash, \$110. Deposited all cash on hand except \$200.

(a) Record the opening entry from the balance sheet.

(b) Record the transactions in a general journal, a purchase journal, a sales journal, and a cash journal with cash and bank columns.

(c) Close the journals on June 30.

(Do not post.)

(Values—General journal, 11 ; Purchase journal, 5 ; Sales journal, 4 ; Cash journal, 20.)

2. From the following ledger :

(a) Write the journal entries from which you would close this ledger. NOTE : Merchandise on hand on June 30, \$2,800.00.

(b) Show the accounts closed and ruled up.

(Values—Capital Account correct, 4 ; Journal entries, 16.)

A. Brown, Capital		A. Brown, Drawing	
	5000.	90.	
Cash		Sales	
2000.	90.	50.	5100.
10.	1000.		
5100.	360.		
	50.		
Mdse. Inventory		Expenses	
At first			
3000.		360.	
Purchases			
4000.	10.		

3. The following are accounts appearing in the ledger of R. H. Benson. Rule a page as shown in the example.

(a) In the "Balance" column, state whether the account would show a debit or a credit balance.

(b) In the "Statement" column, state whether the account would appear in the Trading & Profit & Loss Statement or in the Balance Sheet.

(c) In the "Classification" column, indicate whether the account is an Asset, a Liability, a Proprietorship, an Income, or a Cost account.

(Values, $20 \times 2 = 40$)

ACCOUNT	BALANCE	STATEMENT	CLASSIFICATION
SAMPLE— Rent	Debit	Profit & Loss	Cost
Mdse. Sales			
Notes Receivable			
R. H. Benson, Capital			
Salaries			
Mdse. Purchases			
Cash			
Notes Payable			
F. Moore			
(whom we owe)			
Freight— In			
Furniture			
A. Student, Drawing			
(debit balance)			
Sales R. & A.			
Office Supplies (used)			
Mdse. Inventory			
(at beginning)			
Motor Trucks			
Cartage— Out			
Mortgage Payable			
Bank			
Disc. Purchases			
D. Goode			
(who owes us)			

(NOTE. Deduct 1 mark for each error.)

Commercial Diploma Examination

JUNE, 1943

SPELLING—GRADE X

INSTRUCTIONS:

Dictation time—45 minutes—not over four words a minute.

Total marks—100. Deduct 3 marks for each error.

In dictating, give the meaning of each word in A or illustrate its meaning by using it in a sentence; re-read all words and sentences before the papers are collected.

A

reference	accountant	municipality
intention	financial	representative
occasional	voucher	government
significant	inventories	federal
mechanical	calculation	amend
anxiously	precaution	invincible
foresee	procedure	confiscated
immediate	data	across
tyranny	omissions	analysis
character	separate	European
communication	mortgage	democracy
magnificent	expenditure	existence
illegal	exercise	flourish
liabilities	cylinder	centuries
creditors	reverse	besieged
merchandise	automatic	sacrifice
adjustments	individual	monopoly
requisition	dimensions	opposite
promissory	impression	triumph
fundamental	established	
miscellaneous	manuscript	

B

1. Properties for sale: St. Lawrence Crescent—Beautiful, detached modern six-room bungalow, streamlined, step-saving kitchen; heated, attached garage; recreation room; quiet residential district, immediate possession. Box 100, Daily Star.

[OVER]

2. Produce Market Report: The Toronto egg market was firm to-day on top grades, according to the Dominion Department of Agriculture. The lower grades were slightly easier and receipts were clearing fairly satisfactorily.

3. Petroleum output off from January. Canadian production of crude petroleum and natural gasoline in February totalled 850,397 barrels, versus 857,659 in the previous month, and 737,313 in the same month last year, the Dominion Bureau of Statistics states.

4. I recalled 'twas said of Thomas, when Brooklyn turned him over to the Leafs on option, that he was the best "2 o'clock" pitcher in the baseball league. "He is," agreed Lee, "and he could be the best one at 5, 6, or 11.30 o'clock if he had as much above the neck as he carries below it."

Commercial Diploma Examination

JUNE, 1943

STENOGRAPHY — GRADE X

N. B. Before dictating this paper, the presiding teacher should explain the following conditions carefully to the candidates:

- (1) This examination in stenography consists of two parts, Part A and Part B. Both of these parts are to be written in shorthand from dictation.
- (2) Part A will be marked according to the correctness of the shorthand outlines. No transcript is to be made.
- (3) Part B will be marked according to the correctness of the transcript. The shorthand notes must accompany the transcript.

PART A

INSTRUCTIONS: Value for each sentence, 10 marks. Deduct one mark for each error in outline, one-half mark for incorrect position. Maximum deduction, one mark for each word. Dictate each of the following sentences once only in one minute. Allow one-half minute interval after each sentence.

1. We can only express our regret at the error, and trust that you will accept the excuse we now offer.

2. I shall not hesitate to cancel the ticket which, you say, should reach me here some time this week.

3. It is our intention to take full possession of the factory section at the beginning of next month.

4. My chief assistant has gone through all of the accounts and has drawn up a statement of your financial standing.

5. You will not be required to spend a great deal of money for additional equipment at the opening of the short campaign.

6. These detailed reports give the public a satisfactory picture of our trade and commerce for the year which ended last December.

7. We are quite confident that the whole class will find the subject of advertising to be a particularly interesting and instructive one.

[OVER]

8. The company can recommend its dial system as being suitable in construction and operation for either home or commercial use.

9. There is complete co-operation and understanding between the large insurance firms in the matter of handling mortgages on buildings, homes, and farms.

10. A special department was organized by the Canadian government six months ago, and already it is doing excellent work in this regard.

PART B

(Value for each question, 25 marks.)

INSTRUCTIONS : Read each group of words as indicated, in 15 seconds.

Letters 1 and 2 are to be dictated at 40 w.p.m., letter 3 at 50 w.p.m., and letter 4 at 60 w.p.m. Allow a 45-second interval after each letter, five minutes for revision of notes, and forty minutes for transcription.

1. Dear Sir :

The errors in our last two invoices were / due to the lack of experience on the part of / our stenographer. We assure you that such mistakes / will not occur again, and we hope you will excuse // us this time.

We are sending you a case of / silk stockings in the latest shades. They are neatly boxed, / and we know they will appeal to the spring trade./

Yours truly, (70)

2. Dear Mr. Smith :

The bearer of this letter, Mr. John / Gray, has been in my employ for nine years. Conditions, / however, are such that he has found it necessary to / move to Winnipeg. I know that you are in touch // with several large firms in that city, and I would / appreciate your giving him any help you can to secure / a position.

Mr. Gray is able to furnish references.

Yours / very truly, (72)

3. Dear Mr. Black :

We regret to hear that you do not like / the pastes we sent several days ago. We suggest that you send them // back to us, and we will ship new tubes without delay.

We / hope you will let us know if the new shipment is not satisfactory, // as it is only thus that we can be sure our customers / are satisfied.

Yours truly, (66)

4. Gentlemen :

In your letter of June 5th, you say that you expect to make settlement / within a few days, but I am sorry to say that I have heard nothing / further from you.

This account is now many months past due, and unless we receive / your cheque by July 2nd, the account will be placed in the hands of our // attorneys for collection.

Yours truly, (65)

NOTE. If a transcript is made on the typewriter, deduct one mark for each error, but if made in longhand, deduct two marks for each error.

SCORE. Total the marks obtained in Parts A and B, and divide by TWO.

Commercial Diploma Examination

JUNE, 1943

TYPEWRITING—GRADE X

INSTRUCTIONS: Allow $1\frac{1}{2}$ hours for this paper, accuracy test included.

In marking questions 1, 2, and 3, deduct 2 marks for each error or careless erasure.

1. Choosing suitable margins, set up the following list of cities in two columns so that the names of the cities begin at the left margin and the names of the provinces end at the right margin : (Value = 25)

New Westminster, British Columbia

Ottawa, Ontario

Winnipeg, Manitoba

Edmonton, Alberta

Charlottetown, Prince Edward Island

Kamloops, British Columbia

Quebec, Quebec

Fort William, Ontario

Calgary, Alberta

Vancouver, British Columbia

Hamilton, Ontario

Saskatoon, Saskatchewan

Toronto, Ontario

Montreal, Quebec

Regina, Saskatchewan

St. John, New Brunswick

Halifax, Nova Scotia

Brandon, Manitoba

Fredericton, New Brunswick

[OVER]

2. Type the following letter :

(*Value* = 25)

Use single space.

Supply the current date, initials and enclosure.

Block the address and closing.

Indent 5 for paragraphs.

Use letter size paper.

Turn down 13 spaces from top of paper and draw a line from 10 to 70. In the space below line, centre your letter.

The General Supply Company, 709 Talbot Street, St. Thomas, Ontario. Attention of Mr. J. Campbell.

Gentlemen :

We received the three desks which you sent us on May 3. They were shipped to us C. O. D.

In your letter of April 19, you stated : "We can make you a special offer on our No. 658-B Desks. These desks are quoted in our catalogue at \$7.40 less 1%. In order to clear out this particular line, we are giving an additional discount of 1½%, freight prepaid."

We are enclosing the invoice which you sent us on May 3. It allows only the one discount of 1%, or 23c. Will you please change this so as to allow us the additional 1½% discount and also the freight charges which amounted to \$1.59 ? Yours truly, D. Hill Co., Limited, Manager.

3. Set up the following statistical table in an attractive manner on a sheet of paper 8½" × 5½".

(*Value* = 20)

VALUE OF PRINCIPAL FOODS CANNED IN CANADA

YEAR 1939

Concentrated Milk Products.....	\$11,575,971
Fish.....	15,478,961
Fruits.....	7,769,005
Vegetables.....	14,526,671
Meats.....	1,743,227
Soups.....	9,259,222
Other Foods.....	9,113,941
Total.....	<u>\$69,466,998</u>

4. Speed and Accuracy Test—10 minutes. Marking—Give one mark for every 10 net words typed, less one mark for each error.

(Value = 30)

Strokes

On an ancient key, dug from the ruins of some long- 51
 forgotten city, was found graven the words, "If I rest, 107
 I rust." Brief, straight to the point, and as true as any 166
 word ever spoken. Running water never becomes foul, 219
 it is only the stagnant pool that does that. An inert mass 279
 is a stationary mass, and an inert human being seldom, 334
 if ever, gets anywhere. Once that inertia is overcome, 390
 once that human being is forced to move, he is moder- 443
 ately certain to attain some degree of success — there is 500
 only one thing that can prevent it—if he stops he is done 559
 for. Safety lies in progress—in going ahead. I had 613
 this proved to me once upon a time. 650

I had eaten my supper, read my book, and was getting 703
 ready for bed, when I received word from my super- 753
 intendent that a bridge, at a point some hundred miles 808
 north, was reported to be in a very unsafe condition, due 866
 to the abnormal rise of the river that flowed beneath 920
 it. That sort of thing lay in my department and I was 975
 ordered to start for that bridge immediately and to do 1030
 all that was necessary under the circumstances. I at 1084
 once got in touch with the roundhouse and ordered out 1138
 an engine, engineer and fireman, and then told the tele- 1194
 graph operator to clear the track for me, that is to side- 1253
 track everything until I went by. 1288

In less than a half hour I was perched on the fire- 1339
 man's seat in that locomotive, doing service at the bell 1396
 rope while he did the firing. It was a fine night, late 1453
 in June, and after a rather warm day the cool night air 1509
 was delicious. We made good time because we had 1558
 nobody to look out for, and I rang my bell loudly in 1611
 greeting as we passed the freights stalled on the sidings. 1671
 Some eighty miles from our starting point the road ran 1726
 between hills, mountains, almost. The moon was full, 1780
 and now and again it hid behind some lofty peak, only to 1837

[OVER]

reappear and shine again more brightly than before, but 1893
casting weird shadows and creating strange shapes in the 1950
blackness as we sped along. Once in a while, as we 2002
crossed some valley between the hills, far off in the 2056
distance we caught a glimpse of the river gleaming in the 2114
moonlight, like a thread of silver on a robe of black 2168
velvet. 2177

Some of the grades were stiff, but we would slide 2227
down on the other side with throttle closed and with 2280
hardly the suggestion of a sound, so little, indeed, that I 2340
could hear the sharp bark of the red fox, the whistle 2394
of the nighthawk, the croaking of the treetoads, and the 2451
information, broadcasted from every tree, that "katy did." 2511
It was all harmony, the harmony of Nature, than which 2565
no anthem is more sublime. 2593

We had topped our last rise and had started 2637
rapidly down hill when I happened to look out, and right 2694
ahead of us was a herd of many cows that had evidently 2749
broken away from some neighboring pasture. It must be 2804
remembered that all this occurred before the invention of 2862
air brakes, in fact the engine was a wood burner and the 2919
only method for stopping was to use the tiny hand brake 2975
or to reverse the mechanism. There was nothing I could 3031
do, of course, so I yelled "cows," and jumped down 3082
behind the boiler head, to be out of their way when they 3139
came aboard, as I surely thought they would. I then gave 3197
a glance at the engineer, expecting to see him shut off and 3257
reverse, but he did nothing of the kind; he opened that 3313
throttle as wide as it would go and then jumped down 3366
to keep me company. 3387

It was all over in less time than it takes to tell it— 3442
at any rate it was all over so far as those cows were con- 3500
cerned, for we plowed through that herd like a knife 3553
through a pat of butter. It was when we were fully 3605
half a mile away that we managed to come to a stop 3656
and went out to estimate the damage. Aside from looking 3713
like a butcher's shop on the day before Christmas the 3767
engine was all right. 3788

Commercial Diploma Examination

JUNE, 1943

ARITHMETIC—GRADE XI

Time—2 hours

NOTE. *Eight questions constitute a full paper.*

1. A merchant bought 360 hats. He sold one-half of them at a profit of 25% on cost, 120 of them at a profit of $12\frac{1}{2}\%$, and the remainder at a loss of 40%. The total selling price was \$1,524.60. Find the cost price of each hat.

2. On August 1, 1942, a merchant's bank account is overdrawn \$1,521.45. To meet this he sent to the bank for discount at 7 per cent per annum, a note for \$630 drawn on June 20, 1942, at 90 days and bearing interest at 6 per cent per annum; and he deposits a New York demand draft for \$830 which is at a premium of 10 per cent. How does his account now stand?

3. (a) What is the rate per cent of dividend if \$8,600 stock yields income of \$301?

(b) Mr. King made a profit of \$19,860 and with it bought Beaver Gold stock which had a market value of $121\frac{3}{4}$; brokerage charges were 30 cents per share. How many shares could he buy and what was the unexpended balance?

4. A man saves \$600 a year and at the end of each year invests it at 3 per cent per annum. To what sum will his savings amount at the end of seven years?

5. I bought goods billed at \$1,450, subject to discounts of 20%, 10%, and 5%, with an additional discount of 2% for cash. I borrowed the money at 5% to pay for the goods and take advantage of the cash discount. After 45 days I sold the goods at the same list price, subject to a discount of 25%, and 2% extra for cash, receiving a cash settlement, and paid my loan. What was my profit?

[OVER]

6. A number has three digits, the middle one being 9. If 297 be added the digits are reversed. The difference between the original number and nine times the sum of the digits is 474. What is the number ?

7. A man who rents a heated flat at \$140 per month decides to occupy his own house worth \$14,000, on which there are taxes at 33 mills on an assessment of \$10,500; insurance costs $\frac{3}{4}$ per cent on \$8,000 every three years; and repairs, \$150 annually. The house would require 10 tons of coal at \$15.50 per ton annually. Which method of living is more economical, money being worth 7 per cent per annum ?

If the owner rented his house for the same amount as he paid for the flat, what rate of interest would he realize ?

8. The surface of a gravel pit is $13\frac{1}{2}$ acres in area. The owner estimates that his revenue from it will be \$39,732 annually for the next ten years, selling at $52\frac{1}{2}$ c. per cubic yard. What is the average depth of the pit in yards ? Express your result correct to two places of decimals.

9. John Graham imported from England 249 yards of woollen goods, invoiced at 19s. 4d. per yard, less a discount of 5%. The duty was $22\frac{1}{2}\%$, exchange for duty purposes being \$4.47 $\frac{1}{2}$. He bought a draft to pay for the goods, when sterling exchange is \$4.425. Find laid down cost per yard.

10. Kyle Miller borrowed \$700, giving his demand note, dated June 15, 1942, and bearing interest at 5%. He made the following payments: Aug. 27, 1942, \$250; Apr. 3, 1943, \$300. What payment would be required to retire the note on June 15, 1943 ?

Commercial Diploma Examination

JUNE, 1943

BOOKKEEPING—GRADE XI

Time—2 hours

NOTE. *Candidates to be supplied with paper prepared in advance.*

Whitby, May 1, 1943.

Lloyd Yelland continues the Hardware business with the following assets and liabilities:

Assets: Local Bank, \$1785.24; goods on hand, \$1650.40; accounts receivable, \$759.09; unexpired insurance, \$128.60.

Liabilities: Accounts payable, \$367.59; rent due and unpaid, \$100; Lloyd Yelland, capital, \$3855.74.

Required:

Open General Ledger Accounts, 5 to a page, and enter the above items.

Open Sales Ledger Accounts, 4 to a page, and enter the following: Ken Young, \$437.25; A. Sabat, \$321.84.

Open Purchase Ledger Accounts, 4 to a page, and enter the following: Arthur Slyfield, \$231.85; Ewart Cornish, \$135.74.

The following books of account are to be operated:

Journal—Special columns for Accounts Receivable and Accounts Payable.

Purchase Journal.

Sales Journal.

Bills Receivable Journal—Special columns for Face, Discount off Sales, and Accounts Receivable.

Bills Payable Journal—Special columns for Face, Discount off Purchases, and Accounts Payable.

Cash Receipts—Special columns for Accounts Receivable, Discount off Sales, Bills Receivable, General Ledger, Exchange and Bank Charges, Bank Debit.

Cash Payments—Special columns for Accounts Payable, Discount off Purchases, Expense, General Ledger, Bank Credit.

[OVER]

Required :

Enter the following transactions in the journals ; post to the personal ledgers daily. Deposit all incoming cheques and cash daily. Close Journals, post to General Ledger and take a Trial Balance. Check subsidiary ledger summaries against the Control Accounts.

- May 3. Sold to C. Appleyard, merchandise, \$230, terms 2/10, n/30. Paid Arthur Slyfield, on account, \$200. Purchased from G. Moore, merchandise, \$350, terms 2/10, n/30. Cash Sales, \$190. Issued cheque to establish Petty Cash Fund, \$50.
- May 7. Drew a 10-day draft on Ken Young for the amount of his account, less 1%. Purchased goods from E. Nichol, \$300, terms 2/10, n/30. Issued a credit note to C. Appleyard for \$15, goods returned. Accepted 10-day draft drawn on us by Ewart Cornish for amount of his account, less 1%. Remitted a cheque to G. Moore to settle invoice of May 3.
- May 15. Sold to N. Wilson, merchandise, \$360, terms 5/10, n/30. Received from E. Nichol a debit note for \$30, under-charge on Invoice, May 7. C. Appleyard remitted a cheque for goods sold May 3, less returns. Received a 30-day note dated May 7, from A. Sabat, for account to date. Paid \$30 for office supplies (Expense). Paid freight bill to date, \$36.40.
- May 20. Our bank notified us that our draft on Ken Young had been collected and credited, less collection charge of $\frac{1}{4}\%$. Our acceptance in favour of E. Cornish fell due and was charged to our account by the bank. Paid rent due, \$100. Discounted at our bank, Sabat's note; bank charges were \$1.65; the proceeds were deposited. Issued replenishing cheque for Petty Cash payments to date, \$23.75 (General Expense).

SUGGESTED MARKING SCALE

Transactions, 20×1	20
Closing Purchases, Sales, General, and Bills	
Journals, 3 each	12
Closing Cash Journal	6
Posting Control Accounts, 1 each	11
Posting other accounts, $\frac{1}{2}$ each	13
Posting Sales and Purchases Ledgers, $\frac{1}{2}$ each	8
Trial Balance, 15×2	30
	<hr/> 100

Commercial Diploma Examination

JUNE, 1943

BUSINESS CORRESPONDENCE—GRADE XI

Time—2 hours

VALUES

- 6 1. (a) Select the preferable word in each case and give the reason :
- (i) Neither the grammar nor the dictionary (give, gives) us the information that we expected (it, them) to give.
 - (ii) The general with all his army (was, were) surrounded by the enemy.
 - (iii) She will divide the furniture (among, between) the two sisters.
- 6 (b) Write original sentences illustrating the correct use of the following phrases: part with, part from; confer on, confer with; exception of, exception to.
- 8 (c) Punctuate the following passage; paragraphing and capitalization may be necessary :
- Suddenly george stopped and turned his head with a start what was that he asked me a note of fear in his voice I had heard nothing so all I could say was that it sounded like a train there it is again I heard a faint whistling sound coming from around the curve it is a train I shouted and my head began to pound what'll we do which way shall we go oh goodness clarence make a quick decision he said come on we're closer to that end run he entreated come on
- 20 2. (a) You are manager of one of your school athletic teams. Order from Wilson, Smith and Company, 678 Elgin Street, Montreal, at least five necessary articles of equipment for your team. Enclose remittance.
- 20 (b) In response to the above order, you have received the goods, and find that all the articles are
- [OVER]

VALUES

satisfactory, except one. Write a letter of complaint, stating what is wrong with the article and suggesting an adjustment.

- 20 3. Write a letter to the Employment Bureau, Department of Labour, in your town or city, stating that you would like employment in an office during the summer vacation. Give your qualifications and state your experience, if any.
- 20 4. You are on a week-end motor trip with three friends, and Saturday evening finds you two hundred miles from home without gasoline. Your funds are low ; one friend is quite ill, and your parents are expecting your return Sunday night. You decide to send your father a night letter explaining the situation. Prepare the night letter, which should not exceed fifty words without the address and signature.

Commercial Diploma Examination

JUNE, 1943

BUSINESS LAW—GRADE XI

Time—2 hours

VALUES

1. Write an explanatory note on certified (marked) cheques, using as headings :

- 3 (a) Banking practice regarding them.
- 3 (b) Countermanding them.
- 3 (c) Procedure to reverse the marking of one's own cheque, it not having been delivered.
- 1 (d) What is accepted as the legal signature of an adult unable to write ?

2. A nineteen year old boy secured a position paying \$20.00 a week, one hundred miles from his home. State the position as to

- 4 (a) his liability for the payment of his debts ;
- 2 (b) his competency to insure his own life and to name the beneficiary ;
- 4 (c) the responsibility of his parents for the payment of his debts.

3. On February 10, 1943, James Carter of Oshawa gave his promissory note for \$446.20 drawn payable in three months at the Union Bank, Oshawa, to John R. Miller. The note bore interest at seven per cent per annum.

- 4 (a) In a space 4" × 5" write this note, wording the interest clause so as to protect the interest rate after maturity.
- 4 (b) On March 15 Mr. Miller endorsed the note in full to H. L. Evans. Later Mr. Evans endorsed it in blank to George Black. In a space 3" × 3" show these endorsements as they would appear on the back of the note.

[OVER]

VALUES

- 8 (c) At maturity the note was dishonoured by Carter. State definitely and in detail the procedure George Black should take to ensure his receiving payment.
- 2 (d) Assuming that payment could not be secured, on what date would this note become outlawed?
- 4 × 6 4. Write an explanatory note on each of the follow-
= 24 ing and supplement your explanation by an example: past consideration, tort, specific performance, common law, duress, voidable contract.
5. State the legal responsibility resting on the agent in each of the following cases:
- 4 (a) An agent makes a contract for a principal who is incompetent to make a contract.
- 6 (b) An agent, acting within his authority, makes a contract for a competent principal but signs his own name instead of signing in his capacity as agent.
- 3 + 3 6. When a payee neglects to use the courts to force
+ 3 + 1 payment from a debtor, he eventually loses this right.
= 10 At what time does this happen regarding: a promissory note, a real estate mortgage, a book account, a bank account.
- 8 7. George Watson drew a 30-day draft for \$180.00 on H. M. Wells, who owed him this amount, in favour of John Blair. Wells accepted it by writing across the face, "Accepted, payable in sixty days", adding his signature. Explain John Blair's rights and responsibilities when confronted with this qualified acceptance.
8. Read the following cases and give answers with reasons:
- 2 (a) A says to B, "I will sell you my watch for \$20." B replies, "I will give you \$15." A says, "No." B then says, "Well, then, here is \$20." Can A refuse to let B have the watch?

VALUES

- 2 (b) J. Kane says to his nephew, "I will build a fence about your lawn free of charge." He then refuses to do so. J. Kane is sued for breach of contract.
- 2 (c) R sells an apartment house and says that it is fireproof. It turns out to be non-fireproof. C sues to have the contract set aside upon the grounds of fraud.
- 2 (d) A, an ambitious mother, orally promises to pay \$5,000 to B, an eligible young man, if he will marry her daughter. B does so and asks for the \$5,000. B sues for payment.
- 2 (e) A, a minor, who is attending university and has only one suit of clothes, buys on credit a suit from W. E. Foolem and Company for \$100. A similar suit can be bought for \$35. Can the seller recover \$100. from A?

Commercial Diploma Examination

JUNE, 1943

ECONOMICS

Time—2 hours

INSTRUCTIONS :

Grade XI students will answer questions 1 to 8, inclusive, AND question 11.

Grade XII students will answer any SIX of the first eight questions AND questions 9, 10, and 11.

VALUES

- 2 1. (a) What do you understand by the term
“economic environment”?
- 9 (b) Use four illustrations as a means of explaining
the complexity of modern economic life.
- 3 2. (a) If we had to return to barter, our present
civilization would be impossible. Give three reasons to
support this statement.
- 2 (b) State five characteristics of good money.
- 2 (c) Why are Canadian silver coins worth more as
money than as wealth?
- 4 (d) Give one example in each case to show how
money serves as:
 (i) a medium of exchange;
 (ii) a standard of value;
 (iii) a standard of deferred payment;
 (iv) a store of value.
- 2 3. (a) What would be the important result of the
stabilization of prices?
- 3 (b) What is an index number of prices? If such
a number should stand at 125 for 1942 compared with
100 for 1940, what would it indicate? What argument
would this offer to a labour group seeking higher wages?
- 2 (c) Why do prices usually drop during a period of
depression?

[OVER]

VALUES

- 2 (d) Under what circumstances does Canada enjoy a favourable balance of trade? Refer to visible and invisible items.
- 2 (e) Canadian-made merchandise can sometimes be bought more cheaply in England than in Canada. Explain.
- 2 4. (a) Distinguish between value in use and value in exchange.
- 3 (b) What is the difference between a financial and a commodity market?
- 3 (c) Discuss four arguments for protection.
- 3 (d) Discuss four arguments for free trade.
- 5 5. (a) Define utility. Give one example of each of the following utilities: elementary, form, time, and place.
- 3 (b) Make a comparison of the demand made by an industrial area and a rural community for goods and services.
- 3 (c) Describe briefly at least four factors which determine the localization of industry.
- 3 6. (a) Show how the price of wheat in the world market will affect the standard of living of the farmer in Western Canada.
- 4 (b) What is collective bargaining? Why is it so important to labour that it bargain collectively?
- 4 (c) What is the scope of the Industrial Disputes Investigation Act? Illustrate how the act has operated successfully.
- 6 7. (a) Explain carefully four advantages and four disadvantages of specialization in industry.
- 3 (b) Name three different kinds of division of labour and give one example of each.
- 2 (c) Why does agriculture not lend itself readily to the division of labour?

VALUES

- 4 8. (a) The railway, the automobile and truck, and the aeroplane form the big three of Canada's land transportation. Discuss the relative importance of each of these types of transportation in so far as Canada is concerned ; in general ; in specific localities.
- 4 (b) What is the St. Lawrence Deep Waterway Project ?
- 4 (c) Indicate the importance to modern business of one of our chief means of communication.
- 2 9. (a) Give two examples of commercial credit.
- 3 (b) Give two illustrations of the use of short-term credit and two of long-term credit.
- 3 (c) State four major functions of the Bank of Canada.
- 3 (d) State four advantages of a branch banking system.
- 2 10. (a) Explain the benefit theory of taxation.
- 2 (b) What is a government budget ?
- 2 (c) Give four principal sources of revenue of our Dominion Government.
- 2 (d) Give two examples each of direct and indirect taxes.
- 3 (e) Give four characteristics of a good tax.
- 12 11. Write a brief essay on *one* of the following :
- (a) The interdependence of farm and city.
- (b) The future of single proprietorship.
- (c) Evils of installment buying.
- (d) Railroads versus buses and trucks.
- (e) Closed shop versus open shop.

Commercial Diploma Examination

JUNE, 1943

SPELLING—GRADE XI

INSTRUCTIONS :

Dictation time—45 minutes—not over four words a minute.

Total marks—100. Deduct 3 marks for each error.

In dictating, give the meaning of each word in A or illustrate its meaning by using it in a sentence ; re-read all words and sentences before the papers are collected.

A

environment	occasionally	rhythm
aquatic	administration	depreciation
ingredients	consciously	assignment
fictitious	unifying	budgeting
perennial	lucrative	precipitate
dispersal	territorial	replenishing
porous	dominate	precaution
purifying	inevitable	reconciliation
solvent	revolutionary	certified
accessible	tyranny	inaccuracies
bacteria	chaotic	tuition
impervious	independence	disbursements
Egyptian	session	facilitate
aristocracy	influential	manufacturer
maintenance	jurisdiction	systematic
comparative	undoubtedly	restaurant
mercenary	unanimous	deferred
decisive	procedure	unreliable
exploitation	amalgamation	subsidiary
despotism	bankruptcy	profited
temporary	vendor	explanatory

B

1. An estimated 35 per cent increase in hog marketing will be necessary in the next twenty-one weeks compared with the same period last year, if Canada is to fulfill her contractual obligations to ship 600,000,000 pounds of bacon to Britain in 1942 and the full allowance for domestic consumption is used, the Bacon Board announced to-day.

[OVER]

2. A member of the Wartime Prices and Trade Board says, " May I suggest that what we call the lower standard of living which we are experiencing now is a saner one? If capital, industry and labour get together in eliminating waste, we can establish a standard that will still lead the world."

3. Junior stenographer wanted for chartered accountant's office. Duties will include operation of small switchboard. Apply, giving full particulars as to age, religion, education and experience.

4. It is straight logic in these times to save what is scarce and use what is more plentiful. Here are some suggestions for preparing and serving plain cooked beans.

5. Mining gossip and comment: Some traders state that the recovery for many of the golds has been accentuated by the relative dearth of offerings.

Commercial Diploma Examination

JUNE, 1943

STENOGRAPHY—GRADE XI

PART A

Time—30 minutes

Write the outlines for the following words, short forms, contractions and phrases in the space provided :

- | | |
|---------------------------|------------------------|
| 1. appointment | 24. prudent |
| 2. bankruptcy | 25. inferior |
| 3. contentment | 26. destiny |
| 4. defective | 27. economics..... |
| 5. emergency | 28. imposed |
| 6. expenditure | 29. priority |
| 7. identical | 30. concentrate |
| 8. imperfectly | 31. flannelette..... |
| 9. justification | 32. civilian..... |
| 10. legislature | 33. preventing..... |
| 11. misfortune | 34. obviously |
| 12. notwithstanding | 35. aluminum |
| 13. prejudice | 36. foundation..... |
| 14. questionable | 37. commodity..... |
| 15. respective..... | 38. Saskatchewan |
| 16. stranger | 39. guaranteed..... |
| 17. sympathetic | 40. situation..... |
| 18. thankful | 41. switch..... |
| 19. uniformity | 42. acreage..... |
| 20. valuation | 43. unlikely |
| 21. temperate..... | 44. moist |
| 22. anticipation | 45. exporters |
| 23. assuredly | 46. tariff |

[OVER]

47. automatic.....	74. offensive
48. continuance	75. casualty
49. reference.....	76. observers
50. everywhere.....	77. violently.....
51. civil	78. accumulated
52. consignment	79. aircraft.....
53. notable	80. closest
54. driver	81. business-world.
55. license.....	82. statement-of-account
56. luxuries	83. telephone-call
57. commonwealth	84. this-arrangement.....
58. cruel	85. under-any-circumstances.
59. humble.....	86. which-has-appeared
60. undertaken	87. would-be-impossible
61. parliamentary	88. some-years-ago
62. tremendous ...	89. very-good
63. amalgamation	90. if-it-is-possible
64. plenty	91. most-probable
65. remembrance	92. not-later-than
66. burden	93. rate-of-interest
67. seldom	94. we-are-confident
68. accompanying	95. in-order-to
69. compliment	96. your-own
70. assurance	97. first-class-condition.....
71. subsidies	98. Canadian-National-Railways...
72. concept.....	99. great-number-of
73. determination	100. Great-Britain.....

MARKING : Allow 1 mark for each word, phrase, contraction, or short form written correctly.

Commercial Diploma Examination

JUNE, 1943

BUSINESS LAW—GRADE XI

Time—2 hours

VALUES

1. Write an explanatory note on certified (marked) cheques, using as headings :

- 3 (a) Banking practice regarding them.
- 3 (b) Countermanding them.
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[OVER]

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- 8 (c) At maturity the note was dishonoured by Carter. State definitely and in detail the procedure George Black should take to ensure his receiving payment.
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- 4 × 6 = 24 4. Write an explanatory note on each of the following and supplement your explanation by an example: past consideration, tort, specific performance, common law, duress, voidable contract.
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VALUES

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Commercial Diploma Examination

JUNE, 1943

TYPEWRITING—GRADE XI

INSTRUCTIONS: Allow $1\frac{1}{2}$ hours for this paper, accuracy test included.

In marking questions 1, 2, and 3, deduct 2 marks for each error in copy, arrangement, or careless erasure.

1. You are employed by W. B. Hill & Sons, Ltd. Mr. Walter M. Brown, Manager, has dictated to you a two-page letter with postscript, addressed to Mr. John D. Williams, 18-24 Market Street West, Winnipeg, Manitoba.

The material for the second page is as follows:

You asked for an inventory of the articles of furniture we might offer for sale when our transfer becomes effective. The following are all in first-class condition, and we are offering them at the prices quoted: 1 dining room table, No. 4, \$83.00; 1 buffet, No. 6-B, \$174.00; 1 serving table, \$9.50; 6 straight chairs, \$125.00; 1 arm chair, \$16.50; 1 china cabinet, \$92.50.

We are enclosing a self-addressed postal card. If you are interested in any or all of the items mentioned, we shall be glad if you will sign your name on the card and return it to us. Yours truly,

Postscript: You may remove any of these articles whenever it is convenient for you to do so as we can manage without them during the short remaining time we shall be here.

Type second page of letter. (Value = 25)

Arrange items in a two-column list.

In the closing, include firm name, title, etc.

Type postscript.

On a half sheet of paper, rule in pencil a rectangle $6\frac{1}{2}'' \times 3\frac{1}{2}''$. In this rectangle, address the envelope for the letter.

2. Type the following three-column list, using the headings: Name, Street, City. (Value = 25)

Arrange the names of persons in strictly alphabetical order.

Hupp, G. H., 376 Queen Street West, Kingston

[OVER]

Smythe, S. T., 20-24 Sparks Street, Ottawa, Ontario
 Browne, H. J., 34 Oak Street, Brantford, Ontario
 Robinson, C. D., 24-A Windsor Street, Montreal, Quebec
 Smith, W. M., 23 Market Street, Winnipeg, Manitoba
 Bradley, A. R., 1038 St. Catharine Street, Montreal, Quebec
 Goold, J. K., 10 Main Street, Halifax, Nova Scotia
 Smythe, A. B., 23 Adelaide Street West, Toronto, Ontario
 Brown, S. C., 77 Fourth Avenue, Oshawa, Ontario
 Robertson, F. L., 23½ Huron Street, Toronto, Ontario
 Smith, S. T., 427 Cooper Street, Belleville, Ontario
 Redmond, A. M., 24 King Street West, Toronto, Ontario
 Simmons, R. J., 3 John Street, Hamilton, Ontario
 Booth, R. S., 58 Pine Street, London, Ontario
 Redmond, A. B., 1 Bank Street, Regina, Saskatchewan

3. Copy the following statements with due regard to placement and arrangement : (Value, 10 + 10)

L. BENSON & SONS, LTD.

MONTREAL

(a) Comparative Report by Agencies

Agency No.	Location	Sales 1941	Increase
1	Elmira	\$13,342.61	\$2,760.18
2	Renfrew	6,581.42	215.03
3	Port Credit	25,763.17	3,239.76
4	Leeds	19,640.92	1,382.64
5	Pickering	28,234.87	6,543.09
6	Barrie	49,967.32	18.75
		<u>\$143,530.31</u>	<u>\$14,159.45</u>

(b) Payroll—Week of December 16, 1941

No.	Name	Rate	Hours	Total	Security
1	Albert Carlton	\$.75	38	\$ 28.50	\$.57
2	Frank Dunn	.80	40	32.00	.64
3	James Hilton	.70	39	27.30	.55
4	George Bailey	.75	42	31.50	.63
5	Benjamin Robertson	.80	40	32.00	.64
6	William Brown	.82	39	31.98	.64
			<u>238</u>	<u>\$183.28</u>	<u>\$3.67</u>

4. Speed and Accuracy Test—10 minutes. Marking—Give three marks for every 50 net words typed, less one mark for each error.

(*Value = 30*)

Strokes

On an ancient key, dug from the ruins of some long- 51
 forgotten city, was found graven the words, "If I rest, 107
 I rust." Brief, straight to the point, and as true as any 166
 word ever spoken. Running water never becomes foul, 219
 it is only the stagnant pool that does that. An inert mass 279
 is a stationary mass, and an inert human being seldom, 334
 if ever, gets anywhere. Once that inertia is overcome, 390
 once that human being is forced to move, he is moder- 443
 ately certain to attain some degree of success — there is 500
 only one thing that can prevent it—if he stops he is done 559
 for. Safety lies in progress—in going ahead. I had 613
 this proved to me once upon a time. 650

I had eaten my supper, read my book, and was getting 703
 ready for bed, when I received word from my super- 753
 intendent that a bridge, at a point some hundred miles 808
 north, was reported to be in a very unsafe condition, due 866
 to the abnormal rise of the river that flowed beneath 920
 it. That sort of thing lay in my department and I was 975
 ordered to start for that bridge immediately and to do 1030
 all that was necessary under the circumstances. I at 1084
 once got in touch with the roundhouse and ordered out 1138
 an engine, engineer and fireman, and then told the tele- 1194
 graph operator to clear the track for me, that is to side- 1253
 track everything until I went by. 1288

In less than a half hour I was perched on the fire- 1339
 man's seat in that locomotive, doing service at the bell 1396
 rope while he did the firing. It was a fine night, late 1453
 in June, and after a rather warm day the cool night air 1509
 was delicious. We made good time because we had 1558
 nobody to look out for, and I rang my bell loudly in 1611
 greeting as we passed the freights stalled on the sidings. 1671
 Some eighty miles from our starting point the road ran 1726
 between hills, mountains, almost. The moon was full, 1780
 and now and again it hid behind some lofty peak, only to 1837

[OVER]

reappear and shine again more brightly than before, but 1893
casting weird shadows and creating strange shapes in the 1950
blackness as we sped along. Once in a while, as we 2002
crossed some valley between the hills, far off in the 2056
distance we caught a glimpse of the river gleaming in the 2114
moonlight, like a thread of silver on a robe of black 2168
velvet. 2177

Some of the grades were stiff, but we would slide 2227
down on the other side with throttle closed and with 2280
hardly the suggestion of a sound, so little, indeed, that I 2340
could hear the sharp bark of the red fox, the whistle 2394
of the nighthawk, the croaking of the treetoads, and the 2451
information, broadcasted from every tree, that "katy did." 2511
It was all harmony, the harmony of Nature, than which 2565
no anthem is more sublime. 2593

We had topped our last rise and had started 2637
rapidly down hill when I happened to look out, and right 2694
ahead of us was a herd of many cows that had evidently 2749
broken away from some neighboring pasture. It must be 2804
remembered that all this occurred before the invention of 2862
air brakes, in fact the engine was a wood burner and the 2919
only method for stopping was to use the tiny hand brake 2975
or to reverse the mechanism. There was nothing I could 3031
do, of course, so I yelled "cows," and jumped down 3082
behind the boiler head, to be out of their way when they 3139
came aboard, as I surely thought they would. I then gave 3197
a glance at the engineer, expecting to see him shut off and 3257
reverse, but he did nothing of the kind; he opened that 3313
throttle as wide as it would go and then jumped down 3366
to keep me company. 3387

It was all over in less time than it takes to tell it— 3442
at any rate it was all over so far as those cows were con- 3500
cerned, for we plowed through that herd like a knife 3553
through a pat of butter. It was when we were fully 3605
half a mile away that we managed to come to a stop 3656
and went out to estimate the damage. Aside from looking 3713
like a butcher's shop on the day before Christmas the 3767
engine was all right. 3788

Commercial Diploma Examination

JUNE, 1943

ACCOUNTANCY PRACTICE—GRADE XII

Time — 2 hours

1. Draw up a Statement of Receipts and Disbursements and a Statement of Income and Expenditure for the Middlesex Club for 1942, from the following information : (Value, 10 + 10)

Cash Balance, January, 1942	\$ 628.50
Entrance Fees received	800.00
Subscriptions for 1942 received	9,000.00
Subscriptions due and unpaid	1,500.00
Entertainment Fees received	640.00
Rent of Lockers received	180.00
Rent of Lockers unpaid	30.00
Wages unpaid	250.00
Rent and Taxes paid	900.00
Wages and Salaries paid	2,000.00
Postage and Stationery paid	251.40
Furniture for club house paid	200.00
Repairs paid	103.30
Rent due and unpaid	300.00
Subscriptions for 1941 received	200.00

The stationery account included \$52.80 for 1941, and there remained an unpaid balance of \$64.40 for 1942.

2. The Cash Journal of J. Thomas shows the following totals at the end of March, 1943 :

Cash Receipts: Discount off Sales Dr., \$42.46 ; Accounts Receivable Cr., (net) \$2,748.60 ; Bills Receivable Cr., \$975.73 ; Interest Cr., \$12.70 ; General Ledger Cr., \$6,250.19 ; Interest and Exchange Dr., \$8.75 ; Bank Dr., \$9,978.47.

Cash Payments: Discount off Purchases Cr., \$56.75 ; Accounts Payable Dr., (net) \$1,624.80 ; Bills Payable Dr., \$2,247.50 ; Accounts Receivable Dr., \$175.80 ; Expense Dr., \$246.72 ; General Ledger Dr., \$97.50 ; General Ledger Cr., \$4.56 ; Bank Cr., \$4,387.76.

Show the cash journal closing.

(Value = 10)

[OVER]

3. Write up the Accounts Receivable and the Accounts Payable general ledger controlling accounts for the month of May, 1943, from the following information taken from the books of C. French. Close the accounts at the end of the month. (Value, 10 + 10)

Accounts Receivable balance, May 1, 1943...	\$3,350
Accounts Payable balance, May 1, 1943	2,472
Bills Payable issued	2,236
Bills Receivable received	2,947
Cash Sales	3,647
Salaries	735
Goods purchased on account	6,748
Credit sales of merchandise	9,618
Cash paid creditors	4,150
Discount Sales allowed	147
Discount Purchases	362
May Rent	250
Customers' cheques dishonoured	117
Uncollectible accounts written off	298
Cash received from customers	5,138

4. From the following balances taken from the books of the Pernet Manufacturing Co., Ltd., prepare statements to show :

- (a) Cost of raw material used ; (Value = 5)
- (b) Factory expenses ; (Value = 5)
- (c) Total manufacturing cost of finished goods ; (Value = 10)
- (d) Gross profit on sales ; (Value = 5)
- (e) Percentage of net profit to sales. (Value = 5)

Inventories, April 1, 1941 :

Raw Materials	\$ 1,500
Work in Process	1,700
Finished Goods	4,870
Sales Discounts	1,870
Printing and Stationery	465

Purchases :

Finished Goods	6,370
Raw Materials	43,630
Accounts Receivable	10,870
Bank	4,855
Machinery Repairs	1,250
Office Rent	3,250
Plant and Machinery	37,600
Power	2,895
Freight—In—Raw Materials	1,955
General Factory Expense	1,585
Factory Rent	11,350

Productive Wages	55,145
Travelling Expenses.....	1,395
Sales	160,000
Accounts Payable.....	10,895
Non-productive Wages	2,450

Inventories, March 31, 1942 :

Raw Materials.....	\$1,750
Work in Process	1,625
Finished Goods	5,120

Depreciation on Plant and Machinery to be calculated at 10 %.

5. R. Davis and C. Fraser are partners sharing gains and losses — Davis $\frac{2}{5}$ and Fraser $\frac{3}{5}$. Davis invested \$6,800 and Fraser \$9,300. Davis withdrew \$700 and Fraser \$550. Each is to receive interest at the rate of 6% per annum on capital invested and pay the same rate on drawings. Davis is to be given a salary of \$1,800 and Fraser \$1,200. The net profit of the firm for the year was \$6,400 before salaries or interest was allowed.

Write the necessary journal entries and show the partners' capital and drawing accounts properly closed. (*Value = 20*)

Commercial Diploma Examination

JUNE, 1943

ACCOUNTANCY THEORY—GRADE XII

Time—2 hours

VALUES

1. Smith & Co., Ltd., maintains a current account with the Merchant's Bank. The balance of cash in bank shown by the ledger account of Smith & Co., Ltd., June 30, 1942, was \$1,085.22. The statement submitted by the bank at the same date disclosed :

- (a) that the balance as shown by the bank's books to the credit of Smith & Co., Ltd., was \$1,148.10 ;
- (b) that the interest credits amounted to \$9.00 ;
- (c) that charges during the month for collection and exchange were \$13.50 ;
- (d) that the deposit of June 30, 1942, amounting to \$200.00 had not been credited.

Comparison of the paid cheques returned by the bank with the record of cheques drawn showed that the following cheques were outstanding :

No. 456	\$ 21.30
No. 462	16.88
No. 512	13.20
No. 517	216.00

- 15 Prepare a statement reconciling the balance as shown by the books of Smith & Co., Ltd., with the balance as shown by the Merchant's Bank Statement. What is the true bank balance ?

- 3 2. (a) How may the use of accounting statements aid : the management ; the owners ; the creditors of the business enterprise ?

- 3 (b) How may accounting serve the following : the credit manager ; the sales manager ; the production manager ?

[OVER]

VALUES

3.

T. Burns

Trial Balance

London, Dec. 31, 1942

Cash	\$2,000	\$
Accounts Receivable	6,000	
Accounts Payable		3,000
Bills Receivable	2,000	
Bills Payable		1,000
Merchandise Inventory, Dec. 31, 1942	4,000	
Merchandise Sales		10,000
Merchandise Purchases	5,500	
Equipment	1,200	
Expenses	3,000	
T. Burns, Capital Account.		9,700
	<u>\$23,700</u>	<u>\$23,700</u>

“One of the principal aids to the interpretation of the financial condition of a business is to determine the ratios which exist among the important groups of accounts.”

From the preceding trial balance, find :

- 3 (a) Current Assets to Current Liabilities ;
 - 3 (b) Cash and Receivables to Current Liabilities ;
 - 3 (c) Sales to Inventory ;
 - 3 (d) Sales to Receivables ;
 - 3 (e) Sales to Working Capital.
 - 5 What is the significance of each of these ratios ?
- 3 4. (a) A Canadian firm sends goods on consignment to an agent in Jamaica. What records should be kept in the books of the consignee of goods so sent ?
 - 3 (b) Explain how goods on consignment, of which no advice of sale has been received, should be dealt with when preparing the annual statements of the consignor.
- 10 5. (a) A company is incorporated under the Dominion Companies' Act to manufacture shoes. Its authorized capital is \$150,000, divided into 1,500 shares of \$100 par value. 900 shares have been subscribed and paid for at \$95 per share. The organization expenses of \$850 have been paid in cash. Show the journal entries for these transactions.

VALUES

10 (b) The capital structure of the A. McGill Co., Ltd., is :

CAPITAL STOCK

Preferred Stock, 6% Participating	\$45,000
Common Stock	30,000

The earned profits for 1942 amounted to \$22,465, of which the directors appropriated \$7,000 for dividends. Set up the Profit and Loss Appropriation Account for the year ending December 31, 1942.

15 6. In the machine shop of the Balfour Machine Co., Ltd., the following facts were noted :

	Entire Shop	Job 285
Materials Entered into Process	\$15,000	\$120
Direct Labour	\$12,000	\$110
Direct Labour Hours Worked	16,000	150
Burden Expenses	\$14,400	
Hours of Machine Operation	18,000	175

Compute the amount of burden chargeable to Job 285 by three different methods. Which of these methods do you think would be the best ?

2 7. (a) How are bank overdrafts shown in the balance sheets ?

2 (b) Why should the petty cash fund be reimbursed immediately prior to preparing a balance sheet ?

2 (c) What is meant by a system of internal check ?

2 (d) An inventory which cost during the year \$20,000 had a replacement value of \$25,000 at the close of the year. At what value should the inventory be stated when preparing the annual balance sheet ?

10 8. The following data are taken from the books of the T. Johnston Co., Ltd.

	1941	1942
Sales Instalment	\$150,000	\$180,000
Cost of Sales, Instalment	75,000	100,000
Collection of Instalment Sales		
on 1941 sales	100,000	40,000
on 1942 sales		110,000

Find the balance of the "Deferred Profit on Instalment Sales" after closing the books December 31, 1942. Show the account properly set up for 1941 and 1942.

Commercial Diploma Examination

JUNE, 1943

BUSINESS CORRESPONDENCE—GRADE XII

Time—2 hours

VALUES

- 12 1. (a) Write a note of appreciation to an elderly woman friend of your family who sent you some flowers during your recent illness.
- 3 (b) Address the envelope.
- 15 2. (a) You are credit manager of your local department store. Mr. and Mrs. Edward White have moved from Edmonton, Alberta, to your town, and request that a charge account be opened in their name for convenience in shopping. Write to Mr. White asking for the name of the firm with whom they did business in their former place of residence and one other reference.
- 15 (b) Write the Edmonton firm's reply to you. Supply all details.
- 25 (c) Mr. and Mrs. White have shopped in your store for one year and, after meeting payments promptly the first three months, have allowed payment of their account to drop. They now owe seventy-five dollars. You have written them two letters and have had no reply. Write a third letter appealing to their sense of justice and fair play.
- 30 3. You are secretary to a firm whose plant has been taken over by the government for special production purposes. This may mean some inconveniences; such as, longer hours, different work, crowded conditions for a time, etc. Write a circular letter to the employees of the firm asking for their co-operation and interest in the new undertaking. Emphasize that the firm is expected to do its share in production.

Commercial Diploma Examination

JUNE, 1943

BUSINESS LAW—GRADE XII

Time—2 hours

NOTE. *Complete answers include all the pertinent facts.*

VALUES

- 3+3
=6 1. Respecting parties to a fraudulent contract, outline the legal position of
(a) the party guilty of fraud;
(b) the innocent defrauded party.
- 5 2. Indicate five types of contracts that must be in writing to be binding as so specified in the Statute of Frauds.
- 5+2
=7 3. James Clark of Toronto sold a machine to John Hall of Dawson City, Yukon Territory. The price was quoted c. i. f. Toronto.
(a) Outline James Clark's duties and responsibilities in the execution of this contract.
(b) What precautions should Clark take to ensure collection before the machine is delivered to Hall?
- 3+3
=6 4. George Miller obtained merchandise from Conway and Sons by tendering in payment his cheque, which he assured Conway and Sons would be readily cashed by his bank. The cheque was returned, marked N. S. F. Outline George Miller's legal position. State the legal position of Conway and Sons.
- 3+3
+3
=9 5. James Cooper is a member of the general partnership firm, Hall Burns & Co. There is no provision in the partnership agreement as to its expiration.
(a) How could James Cooper retire from the firm and at the same time protect himself from future debts of the firm?
(b) State the law as to the payment of Cooper's share of capital to him, by the firm.
(c) What special duties would devolve on the continuing partners as a result of Cooper's retirement?

[OVER]

VALUES

3+3 6. (a) Who are included in the term "Preferred
=6 Beneficiaries" in a life insurance policy?

(b) State the powers and duties of a policyholder regarding the changing of a preferred beneficiary already named in the policy.

3+5 7. When does the title to goods pass from the seller
=8 to the buyer

(a) for goods shipped on approval;

(b) for goods sold but not yet manufactured?

9 8. If a mortgagor of real estate defaults in his payments of principal or interest, what various remedies are open to the mortgagee?

6+3 9. (a) State the procedure to be taken by the
=9 creditors of a suspected bankrupt to have him adjudged a bankrupt.

(b) Why would such action be taken?

15 10. Explain each of the following and indicate its legal significance: injunction, fee simple, duress, del credere agent, affidavit, demurrage, negotiability, easement, letters patent, insurable interest.

11. In each of the following cases, give a decision with reasons:

4 (a) The Excelsior Co. Ltd. has a large surplus left after declaring a dividend of 4% on the stock. Jones, a shareholder, institutes a suit to compel the directors to distribute the surplus to the shareholders in the form of an extra dividend.

4 (b) Simpson goes to a hotel and registers. Before going to his room, he leaves his baggage with the bell-boy and goes into the dining-room. The baggage is stolen while he is at lunch and Simpson sues the hotel.

4 (c) A authorized the continued use of his name in the firm A, B, and C, Dealers, after he had sold his share of the partnership. D, who holds a note against the firm, fails to collect it and sues A personally for the amount, as he believes he is still a partner. Can he succeed and why?

VALUES

4 (d) A leased a house from B under a verbal lease and was to pay an annual rent of \$200.00 until the property was sold. He took possession and paid a quarter's rent in advance. Before the end of the quarter, B sold the property and claimed immediate possession. Discuss A's rights.

4 (e) A rented from B, an engine and boiler and placed a competent engineer in charge, but it exploded soon after starting. B sued A for damages to boiler and engine. A sued B for damages to his premises. Which can succeed and why?

Commercial Diploma Examination

JUNE, 1943

STENOGRAPHY—GRADE XII

INSTRUCTIONS: Dictate the following letters at 100 w. p. m.
Read each group of words as indicated in 15 seconds. Allow 30 seconds for the dictation of the inside address, one minute after each letter, 10 minutes for revision of notes, and 40 minutes for transcription on the typewriter.

The letters should be set up in an approved style on plain paper or simple letterhead.

Dictionaries should be available to students.

I

F. J. Saunders & Company, Limited,
424 Barton Avenue,
Calgary, Alberta.

Gentlemen:

We have your letter of June 2 containing the order that you placed for the few items you chose from a selection sent you / last April. We thought surely you would be able to select many more numbers from the samples submitted.

We have done wonderfully well with our // new line. The many jobbers who have visited our plant and our New York showroom have complimented us on our new line. They have selected /// more numbers and ordered larger quantities than they have for the past several years. We look forward to a good year. We trust that you /// will also receive your share of good business.

Regarding the samples that you wish to return, it will be satisfactory to us for you to / do this, but you probably know that you will have to go through a lot of red tape in order to return such samples. As // you have already paid duty on the samples, it would seem to us that it would be much better for you to dispose of them /// in Canada if you possibly can, rather than return them to us. However, we are leaving this entirely up to you. If you wish to /// return them, full credit will be issued.

(Value = 25)

Yours very truly, (210)

[OVER]

II

Mr. Alan W. Walker,
42A Princess St.,
Victoria, British Columbia.

My dear Sir :

I have your letter of the 4th, and I am taking pleasure in enclosing for your acceptance a printed copy of my / new scheme of memory training. I am sure that you will be interested in it, and I claim that though I know your memory to // be excellent, the study and practice of my method will improve your natural gifts. I shall be greatly interested in hearing what you think of /// my method when you have given it a fair trial.

You may be sure that I am under no misapprehension as to this faculty. //// I do not profess to understand how memory works, and frankly I do not think that this matters very much. The memory can be trusted / to go on working in its own way.

What I am trying to do is to help myself and others to make the best possible // use of this wonderful gift. I have taken a great deal of interest in the subject for a great many years, and I find it /// most attractive. Please do not trouble to acknowledge receipt of this letter. I know that you are a busy man, and I do not wish //// to trespass upon your leisure time.

(Value = 25)

Very sincerely yours, (209)

III

Mr. J. L. Lisbon,
234 Bond Street,
Winnipeg, Manitoba.

Dear Sir :

Re Mortgage Loan No. 47389

This morning we received your letter of March 1 requesting us to allow the / principal payments under the above loan to stand in abeyance for a period of time in order that you may get the second mortgage to // a figure low enough to enable you to amalgamate the two mortgages.

While we appreciate your desire to cut down the amount of the second /// mortgage and in view of the fact that we hold the first mortgage, we feel that the payments under our loan should be brought up-to-date //// before any principal payments are made on the second mortgage. We wish to point out that by reducing the first mortgage, you would be reducing / the

total indebtedness against the property and in this way would be working toward the point where the two mortgages might be amalgamated.

The next // payment date is July 5, and we suggest that you endeavour to make provision to meet the interest and the instalment of principal due at /// that time and then try to make payments on account of the principal arrears from time to time with a view of placing our account //// in good standing as soon as possible.

(Value = 25)

Yours truly, (209)

IV

Mr. John Elliott,
Markdale,
Ontario.

Dear Sir :

Referring to your letter received this morning, may I say at once that I think your complaint perfectly justified. I can find no / excuse whatever for the tone of the letter of which you complain.

I have seen the writer, and I am glad to say that he // regrets having adopted such a tone. I have told him to write to you and to express his regrets. You will receive his letter at /// the same time as you receive this.

I need not say that if the letter had come before me or had been shown to the //// Head of the Department before it was dispatched, it would never have been allowed to go. I feel sure that you would not wish me / to deal more severely with the young man whose fault doubtless arose from lack of experience and perhaps an undue sense of his importance. // Your courteous protest and the interview I have had with him will, I am confident, act as an effective safeguard against a repetition of his /// fault in the future.

I ask you to accept my personal apology in this matter, and I hope you will permit me to regard the //// incident as closed.

(Value = 25)

Faithfully yours, (205)

[OVER]

SCALE FOR MARKING TRANSCRIPT

NOTE: *Evaluate each question as a unit, and allow a proportion of marks if the last question is unfinished.*

MAJOR ERRORS

Deduct TWO marks for each of the following:

1. Omission, addition, substitution or transposition of any word or figure (except the articles a, an or the).
2. Misspelled word (except the transposition of letter, i.e., a typing error).
3. Gross error in punctuation (e.g., incorrect use of the apostrophe, period, question mark, etc.).
4. Incorrect syllabication.

MINOR ERRORS

Deduct ONE mark for each of the following:

1. Minor errors in punctuation (e.g., comma, hyphen, etc.).
2. Incorrect use of the articles a, an, or the.
3. Change in number, tense or derivative.
4. Typing error (transposition of letters and incorrect spacing.)
5. Poor erasure.

Commercial Diploma Examination

JUNE, 1943

OFFICE PRACTICE—GRADE XII

Time—2 hours

NOTE. *Candidates will answer questions 1, 3, 5, 7, and any other three selected by the teacher.*

VALUES

- 15 1. You are employed by the Excelsior Auto Equipment Co., Limited, of Oshawa, Ontario, as typist and general office assistant. The following are certain jobs and problems which you might be required to do in the day's work.

We are conducting a radio advertising campaign, and we plan to send out a booklet. With this booklet we wish to send a copy of the following letter, set up as a form letter. The letter will have to be mimeographed.

Read the letter carefully and set it up in an attractive form for the approval of the manager before cutting the stencil. Make a carbon copy.

PATRIOTISM—PRUDENCE: These have always been inseparable companion qualities of great statesmen in a time of crisis. You too have shown that you possess these qualities by making a request for our booklet, "What is Wrong and How to Fix It." Experience during the war has taught us that it is an impelling public duty to conserve materials and to keep machines and motorized equipment operating at peak efficiency with a minimum of expenditure. Thousands of other prudent car owners have been amazed and delighted to find that they can have comfort, efficiency—yes, and beauty, too—in cars that normally would have been turned in during 1941 or 1942. We are therefore pleased to send you to-day under separate cover your copy of "What is Wrong and How to Fix It." You will enjoy being your own mechanic and service man, and will be gratified by the substantial saving resulting from your efforts. We suggest that you use the booklet in the following way: 1. Find in the index the name of the sign or symptom which denotes that *something* is

[OVER].

VALUES wrong. 2. Turn to the page indicated and read carefully to find *what* is wrong. 3. Study the diagrams of the parts involved. 4. Lay out the tools indicated. 5. Proceed with the work, following the steps outlined. We are also enclosing with booklet a copy of our current catalogue. In it you will see listed all the tools, parts, accessories, and gadgets necessary to keep your car running and looking its best. The word "Excelsior" is your guarantee of QUALITY. Nowhere will you find better VALUE for your money than in the pages of this catalogue. The expenditure of money on "Excelsior" products is true ECONOMY. Full details regarding orders, payment, and delivery will be found on the order form enclosed with the catalogue. Yours truly, K. Packard, Manager.

2. You are preparing to cut the stencil required for the form letter.

(a) State

- 2 (i) how to prepare the typewriter for cutting the stencil ;
- 1 (ii) how to prepare the stencil ;
- 2 (iii) how to judge a well-cut stencil from the duplicated sheet ;
- 2 (iv) how to correct errors.
- 2 (b) These form letters are to be folded and inserted in an official envelope. Tell exactly how to do this.
- 1 (c) What would it cost to mail 500 such letters ?

3. Twenty of to-day's letters are going to new correspondents whose names and addresses appear below.

- 10 (a) Arrange the list in alphabetical order as for filing. Type this list.
- 10 (b) Type an index card for each correspondent and arrange these cards *geographically*.

Nathaniel Coyne, Fergus, Ontario ; 2nd Concession Garage, Newmarket, Ontario ; Antoine Le Lecheur, 131 St. Catharines Street, Hull, Quebec ; Joseph Millstone, Cayuga, Ontario ; People's Electric Supply, 40 Main Street, Guelph, Ontario ; Walter Trent, Cobourg, Ontario ; Young's Market, Owen Sound, Ontario ; Coyne and Alsop, Portage La Prairie, Manitoba ; Friends' Inn, Orillia, Ontario ; Ronald Millstone,

VALUES Preston, Ontario; Lela-Caston Company, Gananoque, Ontario; Alfred Sterner, 65 River Road, London, Ontario; Trent River Cabins, Limited, Cambellford, Ontario; Peter Younger, St. Thomas, Ontario; W. Albert Coyne, 136 Hillcrest Avenue, Sarnia, Ontario; Mills & Stone, 120 King Street, Kingston, Ontario; People's Hardware, 130 Queen Street, Peterborough, Ontario; G. F. Sterne & Sons, Limited, Ridgetown, Ontario; You Serve Yourself Grocery, Listowel, Ontario; Thomas Jones, Meaford, Ontario.

4. We received several orders in this morning's mail. A copy of one of these orders has now arrived on your desk from which invoices are to be typed. All goods for which remittances have not been received are sent out C. O. D.

6 (a) What two departments already have had a copy of this order and what use have they made of it in each department?

2 (b) If the goods are going out by freight, C. O. D., what other forms should be made out in the office?

2 (c) If the shipment is to be by express, C. O. D. how would the office handle it?

10 5. (a) Type an invoice for goods shipped by freight to Hollis and Morris, Lindsay, Ontario. There is a trade discount of 15% and a Government Sales Tax of 8%. The following order is being filled completely: 15 Bumper Jacks, No. 613, @ \$2.25; 10 Heavy Truck Jacks, No. 18D, @ \$3.50; 5 Super Batteries, 17 plates, CH167, @ \$18.00; 2 Excelsior Radiators @ \$12.45; 4 Carburetors, PL36C, @ \$9.75.

5 (b) Make out a sight draft to accompany the invoice.

10 6. Explain the following terms: (1) marked or certified cheque, (2) bank drafts, (3) express money orders, (4) postal notes, (5) post office money orders.

20 7. The Accounting Department has placed on your desk the figures which represent the sales in various departments for (1) the month of May, 1943, (2) the month of May, 1942, (3) the four months, January to May, 1943, (4) the four months, January to May, 1942. Set up on the typewriter a Comparative Sales Report, using these figures: [OVER]

VALUES May, 1943—Tires, \$800; Batteries, \$1,200; Oil, \$1,600; Radios, \$200; Bicycles, \$650; Paint, \$1,175; Parts, \$25,150; Accessories, \$7,590.

May, 1942 — Tires, \$1,600; Batteries, \$1,160; Oil, \$2,200; Radios, \$580; Bicycles, \$1,620; Paint, \$1,060; Parts, \$11,560; Accessories, \$5,250.

January to May, 1943—Tires, \$2,100; Batteries, \$4,560; Oil, \$3,960; Radios, \$370; Bicycles, \$890; Paint, \$1,975; Parts, \$60,580; Accessories, \$17,670.

January to May, 1942—Tires, \$3,550; Batteries, \$3,970; Oil, \$4,540; Radios, \$960; Bicycles, \$1,950; Paint, \$1,745; Parts, \$28,365; Accessories, \$19,460.

8. (a) The following cablegram has been received:

EXAUCO OSHAWA CANADA
FILTA PATOR SIMPO CARAC DILAT
FOTSAR

- 1 (i) What language is used in this cablegram?
- 1 (ii) What is the process of translating it called?
- 1 (iii) What is the purpose of using such language in a cablegram?
- 1 (iv) What is the word count in the above cablegram?
- 1 (v) With what conditions must one comply when sending such a cablegram in war time?

(b) The manager has asked you to put through a long-distance call to Peter White of the White Importing Company, at his office in Vancouver.

- 3 (i) Between what hours must this call be made? Why?
- 1 (ii) What type of call should be made?
- 1 (iii) Why is this type of call preferred to any other type of call?

6 9. (a) The manager is considering the purchase of a Calculating Machine to be used in checking invoices. Describe briefly how you would perform addition and multiplication on *one* of the following: Burroughs Calculator, Comptometer, Marchant Calculating Machine, Monroe Calculating Machine.

4 (b) State the use of four of the following machines and appliances: Protectograph, Hectograph Pad, Copy Holder, Photostat, Stapler.

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